

Kentucky School-Based Administrative Claiming Frequently Asked Questions and Helpful Reminders

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What is considered a reimbursable activity?

Reimbursement is available for the costs of certain school administrative activities, such as outreach to all students who may qualify for federal medical assistance programs and making referrals, arranging or monitoring the delivery for health care services for school-age children

Specific school activities that are reimbursable through SBAC include:

- **Medicaid Outreach:** Providing information to individuals and families regarding the Kentucky Medicaid program and available services
- **Medical Referrals:** Making medical service referrals
 - Gathering any information that may be required in advance of these referrals
 - Observing a child as part of the process of making referrals for needed intervention services
 - Assisting a student or parent in accessing medical related services (e.g. Speech, OT, PT)
- **Medical Delivery:** Coordinating or attending a meeting with school staff and the child's parents to determine if mental or health evaluations/re-evaluations are needed
 - Case Management activities that may include ensuring students are able to access/receive appropriate medical services. Following up on any changes that need to be made to a student's plan of care
 - Scheduling and/or coordinating logistics for on-site provision of EPSDT (Early and Periodic Screening, Diagnosis and Treatment) screens or other medical and mental health diagnostic services
- **Program Planning:** Developing internal plans and strategies to improve health service delivery and eliminate gaps in health care availability to school-age children

Attending a Medical/Medicaid related training

Who should be on my Staff Pool List?

SPL Participants generally fall in the bulleted categories; however, this is not an all-inclusive list:

- ASHA Certified Speech Language Therapist
- Board Certified Behavior Analyst
- Board Certified Assistant Behavior Analyst
- Certified Occupational Therapy Assistant (COTA)
- Health Aide
- Interpreter/Interpreter Assistant (DS)
- Licensed Audiologist
- Licensed Clinical Social Worker
- Licensed Occupational Therapist
- Licensed Physical Therapist
- Licensed Physical Therapy Assistant
- Licensed Practical Nurse (LPN)
- Licensed Professional Clinical Counselors

- Licensed Psychologist/Certified Psychologist
- Licensed Speech Language Therapy Assistants
- Orientation and Mobility Specialist (DS) student services personnel
- Registered Nurse (RN)/Advanced Registered Nurse Practitioner
- Respiratory Therapist
- Administration
- Bilingual Assistants
- Diagnostician
- Program Specialist
- Pupil Support Technicians/Services Administrators
- School Counselors
- School Psychologists/Psychologist Interns
- School Social Workers
- Special Education Teachers
- State Licensed Speech Language Therapist (Non-ASHA)
- Support Technicians - Special Education

Who else should I consider adding to my SPL?

Staff members that may not traditionally be seen as “medically related”, but who are overseeing the delivery of various related services. For example:

- Teachers that sit in on IEP meetings where students’ related/medical services are discussed and reviewed
- Administrators or staff members that may educate parents on available medical/related services.
- A coordinator that meets to develop strategies to better access or increase the capacity of the program and/or related services.

How can I optimize my claim?

The below suggestions can help your district optimize your quarterly SBAC claims.

FEDERAL FUNDS

Since federal dollars can’t be claimed in the quarterly financials, some districts spend their federal dollars in program areas that aren’t eligible for additional federal reimbursement. The ability to allocate federal funds and grants to other programs will be based on the rules and regulations surrounding those funds and where those funds can be spent. However, when there is flexibility, spending those dollars in other program areas could increase the amount of funds eligible for reimbursement.

- *For example, if someone on the staff pool list has costs of \$10,000 in a quarter and the district pays for \$8,000 through federal funds, they would only be able to claim \$2,000 on*

the quarterly financials. However, if they were to move the \$8,000 to a different district area and they pay the \$8,000 with state and local funds, they could claim an additional \$8,000 on the quarterly financial.

DIRECT SUPPORT STAFF

If someone in your district directly supports someone listed on the staff pool list, you may claim the costs for the direct support staff person even though they are not listed on the staff pool list. This is specifically designed for administrative assistants, secretaries, and office type support.

- *You may only claim the portion that they are directly supporting someone on the staff pool list. For example, if they are directly supporting Jane 60% of the time and Roger 40% of the time, but only Jane is listed on the staff pool list, you may only claim 60% of the costs for the direct support staff person.*
 - *We recommend that you list in the individual's job description that they are directly supporting the individual listed on the staff pool list.*

DIRECT REPLACEMENTS

Be sure to track direct replacements to ensure that you are claiming for every eligible dollar. If someone who was listed on the staff pool list leaves the district in the middle of the quarter and they have a direct replacement, the costs of the first person can be claimed until their last day in that position and the direct replacement's costs can be claimed starting the following day until the end of the quarter.

- *Remember that no costs can overlap. For example, if someone works until May 15th, but the direct replacement started on May 10th, you can't claim for both staff between May 10th and May 15th. You may only claim for the person who was filling that position at that time.*